



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV Health Services are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

February 4, 2008

Approved
3/03/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Diana Baumbauer	Miki Jackson	Michael Green	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Jeff Goodman			Glenda Pinney
Nettie DeAugustine	Lee Kochems			Jim Stewart
Whitney Engeran	Angelica Palmeros			Craig Vincent-Jones
Richard Hamilton	Kathy Watt			Nicole Werner
Brad Land	Fariba Younai			
Mario Pérez				
James Skinner				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Agenda, 2/04/2008
- 2) **Minutes:** Executive Committee meeting, 12/03/2007
- 3) **Minutes:** Executive Committee meeting, 10/22/2007
- 4) **Memo:** Office of AIDS Programs and Policy Commitments for 2008, 1/28/2008
- 5) **Flyer:** National Black HIV/AIDS Awareness Day Los Angeles, 2/07/2008

1. **CALL TO ORDER:** Ms. Bailey called the meeting to order at 10:10 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the October 22, 2007 Executive Committee meeting minutes, as presented (*Passed by consensus*).
MOTION #3: Approve the December 3, 2007 Executive Committee meeting minutes, as presented (*Passed by consensus*).
4. **PARLIAMENTARIAN REMARKS:** Mr. Stewart had no comments.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no public comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Hamilton announced a National Black HIV/AIDS Awareness Day rally, February 7, 2008, 10:00 am to 12:00 noon, at Leimert Park.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **Commission Co-Chair Elections:** Mr. Braswell noted that committee co-chair elections should be opened at the next scheduled committee meetings with elections the following meeting. Any committee member was eligible to run. Committees would be reconfigured, where needed, after elections.
 - B. **Ryan White Part A Project Officer:**
 - Mr. Vincent-Jones announced the new Project Officer was Karen Ingvaldstad. He had met her previously and found her well informed and interactive with high standards. Because she was going to be visiting a neighboring jurisdiction, said

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she was going to try and attend the Commission and Consumer Caucus. Dr. Green said he had spoken with her. She is also the Project Officer for Riverside/San Bernardino, San Jose and Phoenix.

- He reported that she would begin at OAPP on Friday, the 15th, and then would be available to visit Commission offices in the afternoon. Dr. Green felt it would be helpful to provide her an overview since Los Angeles was significantly different from Phoenix.
 - Mr. Braswell suggested providing written materials that could be shipped to her to demonstrate the depth of the EMAs' processes, such as the standards of care. Mr. Engeran suggested explaining the Board relationship.
 - Dr. Green said she had asked him about issues elsewhere, like consumer involvement and conflict-of-interest.
 - Mr. Vincent-Jones noted that Los Angeles had a different conflict-of-interest protocol than others. HRSA was increasingly concerned about providers participating in the priority- and allocation-setting process. He felt that was not in conformity with the legislation and problems were normally associated with EMAs lacking multiple providers for service categories. He found it unrealistic to expect Ryan White funded providers not to participate or non-funded providers to participate. Los Angeles also voted recommendations as a block by the Commission, rather than voting individual service category allocations.
 - He added she was surprised Los Angeles did not have a consumer caucus, though was not aware of current consumer interaction, including through SPNs/CABs. He felt explaining the structure would address concerns and draw her support.
- ➡ It was agreed to invite all Commissioners to attend an open meeting with her and request RSVPs.

9. **EXECUTIVE DIRECTOR'S REPORT:** Mr. Vincent-Jones reported that Carolyn Echols-Watson would join the staff, and would serve as the primary support person for the JPP Committee. She was coming from the Executive Office, where she handled, in part, the Commission's finances.

10. **OAPP REPORT:**

- Dr. Green reported that Ms. Ingvolstad had sat in on the application review and felt it was a good process. She noted the common problem of large EMAs in describing their programs within the 80-page limit and had some ideas for improvement.
 - He reported that eight written sets of public comment, consistent with other feedback, were received on the Mercer rate study. They were distilled into six subject areas and forwarded to Mercer which had already addressed many areas, such as methodology.
 - OAPP is collecting financial data from providers though not all providers had submitted theirs yet. It was noted that some providers had more difficulty than others in extracting comparable data from their ledgers. Mercer was contacting providers that had submitted data to ensure understanding and how data matched up with that of other providers.
 - The CEO was involved in the process to ensure everyone moved forward together.
 - Mr. Engeran asked about OAPP's support of the SPNs. Dr. Green said they had committed to improve attendance. Mr. Vincent-Jones noted that OAPP was already actively participating in the priority- and allocation-setting process.
 - The 2009-2010 Prevention Plan was due to be released February 26, 2008, after ten months of work. An overview was presented at the PPC Annual Meeting. The Plan built on its predecessor with new features and enhanced accessibility. He said that RFPs would be released in March. It was noted that the document represented exceptional work and discussion on it would be focused.
 - A Part C planning meeting was planned by March to better estimate how the eleven currently funded providers used funds.
 - HRSA contracted with a research agency to review the effect of Medicare/Medicaid on Part A. EMAs in Florida and Tennessee have been reviewed with OAPP scheduled in February. They would then meet with three providers and their consumers. Mr. Vincent-Jones said HRSA did not try to involve the planning councils on this project, and asked OAPP to keep the Commission informed.
 - Mr. Pérez reported that the State budget year would begin July 1, 2008. The budget was not final, but the proposed 10% in cuts were likely to be targeted toward specific programs, and not likely to impact the Part B funding LA County receives.
 - An agency has been contracted for the Community Development Initiative. OAPP sought community input.
- ➡ It was agreed to include an update on the rate study on the February Commission agenda.
- ➡ It was agreed to forward to the Commission the OAPP letter to providers on participation.
- ➡ It was agreed to offer the Commission a brief overview on the Prevention Plan and encourage people to read the document and/or attend more detailed presentations.

11. **HIV EPIDEMIOLOGY REPORT:** There was no report.

12. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** The report was included above.

13. **STANDING COMMITTEE REPORTS:**

A. Joint Public Policy:

1. **State Budget:** Mr. Engeran reported that conference calls were being planned on the budget and that a fact sheet was being developed. Discussions were continuing on the roles for the Commission, the County, providers and individuals. Mr. Engeran felt gathering and disseminating information was likely to be the key Commission role.
2. **Governor's Health Reform:** ABX1 1 did not pass out of Senate Health, but the Governor hoped to move it in future. A Commission presentation by the Governor's representative would proceed as an opportunity to raise HIV issues.
➡ Ms. DeAugustine agreed to obtain an ABX1 1 summary for Commission distribution prior to the presentation.
3. **Ryan White 2010 Principles:** Mr. Engeran said a meeting was scheduled.
4. **Corrections Follow-Up:** The Forum transcription was nearly ready for community release, as promised.

B. Priorities and Planning (P&P):

1. **Special Populations:** The designations would be brought forward at the next Commission meeting
2. **Year 19 Paradigms/Operating Values:** These and contingency plans would be presented at the February meeting.

C. Operations:

1. **Consumer Caucus Meeting:** The first Caucus went well. It would continue to meet after the Commission.
2. **Committee Member Nominations:** Mark Davis, D.D.S., St. Mary's Hospital, would be the first non-Commissioner committee member. He would join SOC. Per the Ordinance change, any committee could request someone based on previously determined criteria.

D. Standards of Care (SOC):

1. **Outcomes Development Workshops:** There had been four days of workshops resulting in general outcomes in all but three service categories. Service maps were done for all categories, but there had been insufficient time to address indicators so far. SOC and OAPP would develop next steps.
2. **Medical Care Coordination:** About half the comments on the standards have been reviewed to date.

14. **WORK PLAN:**

A. Upcoming Commission Meeting Agenda:

- Mr. Braswell noted last month's discussion on running out of time and requested help in sticking to the agenda. Mr. Engeran asked how accurate times were. Mr. Vincent-Jones replied he made best estimates unless a specific amount of time was requested. The Commission, he noted, tended to take what time it chose.
 - Mr. Vincent-Jones noted the Commission had dual roles: action and community information. While the budget discussion resulted in little action, for example, it was informative for the community. He continued that, if the Committee chose to strictly observe times, he wanted to defer to the Committee to set them.
 - A policy, he said, allowed imposition of time limits, but was now only used for items expected to be contentious. Utilizing it as a matter of course would result in a more formal meeting, but time would be saved overall. Mr. Stewart said policies permit Co-Chair flexibility, but times could be redefined from approximate to strict. Under that process, a motion to extend by a specific number of minutes would require a two-thirds vote.
 - Mr. Stewart, he added, could also advise routinely whether a point of order or clarification were legitimate. Mr. Stewart noted that question periods could also be limited, excluding the report and points of order/clarification.
 - Potential realignment of agenda topics were discussed, but deferred until after evaluating other agreed changes.
- ➡ It was agreed to: 1) set uniform one-minute question time; 2) work with Mr. Vincent-Jones on times; 3) Mr. Stewart would remind all to prepare their remarks and be concise; 4) the new structure would be at the top of the next agenda.

B. Prioritization: Mr. Engeran said the Executive Director Performance Evaluation process had not yet been fully engaged. He felt it important for permanency planning. The approved process cycle runs from March through July 1st.

- ➡ Mr. Vincent-Jones would draft a policy/procedure based on earlier discussions.

C. Assignments:

- ➡ Mr. Vincent-Jones said he would begin bringing the Work Plan to meetings for updates.

D. Annual Calendar: There was no additional discussion.

15. **ANNOUNCEMENTS:** There were no announcements.

16. **ADJOURNMENT:** The meeting was adjourned at 12:15 pm.